

[? Help](#)**Job details**

Job 1 of 1

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General Information Staff interested in transferring should submit a cover letter WITH EMPLOYEE NUMBER, resume, last two performance evaluations and time history report for the past 12 months to:

Wendy M. Myring, Administrative Services Manager
At: wmyring@dca.lacounty.gov

DO NOT APPLY ONLINE

All materials submitted will be evaluated. The most qualified employees will be contacted for an interview. The interview process will be used to determine the final selection. Before extending an offer to candidates, the offer must first be cleared by the Personnel Section.

Essential Job Functions The Administrative Services Manager I has the responsibility for independently preparing, analyzing, forecasting and monitoring the department's budget and grants. Prepare financial reports for management's review and present oral and written recommendations to management.

Requirements Interested individuals should currently hold the payroll title of Administrative Services Manager I or currently appear on the certification list for Administrative Services Manager I.

Desirable Qualifications Interested individuals should possess a strong background in County budget and finance principles, guidelines and procedures including budget preparation, projections and adjustments. The

ability to monitor grants, project S&S and S&EB costs and track expenditures is desirable. Individuals should possess excellent analytical abilities with strong oral and written communication skills. Demonstrate proficiency in the use of Microsoft Office programs, and good organizational and time-management skills to multi-task effectively.

Special Information**Vacancy Information**

This vacancy is located in Room B-96 of the Kenneth Hahn Hall of Administration. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

The ASM I reports to the ASM II. The Department of Consumer Affairs is a nationally recognized consumer protection agency

Department Contact Name

Wendy Myring

Department Contact Phone

213-974-9756

Department Contact Email

wmyring@dca.lacounty.gov

ADA Coordinator Phone

213-974-9756

California Relay Services Phone

213-974-9756

Job Field

Administration

Job Type

Administrative Support

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